Wyoming Early Intervention and Education Program Family Survey

<u>ADMINISTRATION & COMMON QUESTIONS</u>

What is the purpose of my completing this survey?

All states are required by the Office of Special Education Programs to report the percentage of families (Part B 619 and Part C) who report that early intervention services have helped the family know their rights, effectively communicate their children's needs and help their children develop and learn. This survey will allow DDD to aggregate statewide and regional data to measure the above information. This information will also assist DDD and the Regional CDC's in identifying goals for program improvement.

What should respondents be told with respect to whether the results of the survey will affect programs or services?

Parent should know that the information will be compiled at a programmatic and state level and regions will be informed regarding parental responses for their region as well as how they compare to the state. This information will guide training and technical assistance needs in the state as well as used during monitoring processes for each region. The information will be used in the continuous improvement system for the state and the local programs.

What is the best way to administer this survey?

It is the expectation that all parents with a child receiving services for at least six months have the opportunity to complete a Part C or Part B survey each year. CDC Directors will determine where the survey will be completed but will provide the parents with a private space to complete it as well as an envelope for them to seal their responses.

Any of the following methods are acceptable administrations of this survey:

- a) Individually read to the parent, if literacy is an issue
- b) Individually self-administered
- c) Read to a group of parents
- d) Self-administered in a group
- e) Read to parent in another language
- f) Self-administered in another language
- g) Self-administered via internet
- h) Phone interview by third party

With any of these methods of administration the program must ensure that confidentiality and anonymity, if that is the parent's choice, are still maintained while also getting enough information to the Early Intervention and Education Program to track survey completion for each child in the program. An envelope should be provided to parents with instruction to seal their results after its' completion.

What should respondents do if they don't understand an item?

The program needs to assure that a facilitator is available in case a parent has a question, concern or is need of assistance. The facilitator needs to be available to the parent, if the parent is in need but respect their confidentiality while they complete the survey. The facilitator should clarify the item. You may want to read the item aloud if a respondent has a question; sometimes just hearing an item read aloud helps clear up the confusion.

Can parents skip items?

Yes. Parents may skip items that they feel do not apply to their situation. For example, on both Part B and Part C surveys there are questions about "transition". For Part B respondents, if their child is under age 5, they will likely not find those questions applicable to their situation and should, therefore, skip those items. Part C respondents may also find the transition items don't apply if their child has not reached the third birthday.

Who created this survey?

This survey was developed by the National Center for Special Education Accountability Monitoring (NCSEAM), which is funded by the U.S. Department of Education Office of Special Education Programs. More information on NCSEAM and its projects can be found at http://www.monitoringcenter.lsuhsc.edu/

Wyoming selected relevant questions from the survey to develop a shorter, more concise survey to allow the state to gather needed information in the most time-efficient manner possible.

What if the parents don't speak English?

The Forms have been translated into Spanish. If there are other language needs, each program will need to inform the state office regarding how they will address this at their local programs. This may include using an interpreter or having the survey available in other language formats.

What do I do with the completed forms?

Regions will submit the surveys to DDD on a quarterly basis so that the information can be aggregated. The schedule for submission of data is outlined in the table below.

Quarter	Data Collection	Submit to DDD
1	January through March	April 15
2	April through June	July 15
3	July through September	October 15
4	October through December	January 15

All Part B and Part C surveys must be compiled separately and mailed by the above dates to:

Department of Health Developmental Disabilities Division 6101 Yellowstone Rd Suite 186E Building, Cheyenne WY 82002

Attention: Early Intervention and Education Program Manager.

What is going to happen with all of this data?

The information will be gathered at the state office and compiled and reviewed by a data analyst, who will inform the state of trends, either positive or negative, within the services offered within the state. The data will be reported in the state's Annual Performance Report to the federal offices and will be used to guide the work at the state office to the local programs. Regional scores for the surveys will be reported directly to the Office of Special Education Programs and the Wyoming Early Intervention Council. The Early Intervention and Education Program is also required to report scores to the public through the Early Intervention and Education Program web site.